

PRESBYTERIAN WOMEN IN THE SYNOD OF THE COVENANT

JOB DESCRIPTION: HISTORIAN

Purpose: To preserve the records of the activities of PWS.

Accountability: To the PWSOC/CT and to the PWS.

Responsibilities:

1. Serve on the PWSOC/CT, attend all meetings of the CT and attend PWS Gatherings unless excused by the Moderator.
2. Gather and maintain historical records (news clippings, copies of PW magazine, programs, etc.). Write an annual report for the PWS which, after approval by the Facilitating Committee, would be forwarded to the Historical Foundation by March 1 of each year.
3. Submit a written and/or oral report to each meeting of the PWS/CT and present an annual written report at the Synodwide Gathering.
4. Interpret the work of the PW historian and motivate PWP historians to keep an accurate history of their PWP.
5. Receive annual historical reports from PWPs.
6. Keep records of her office and give them to her successor within one month of leaving office.

9/05